



## RECRUITER – ACADEMIC PROFESSIONALS (HUMAN RESOURCES ASSOCIATE III)

### **BASIC FUNCTION**

Under general supervision, perform a variety of duties in support of the District's recruitment of licensed administrator and professional educator – teacher programs; serve as a technical expert and resource to district staff, prospective employees, and community partners; lead the development and implementation of creative recruitment and staffing strategies which cultivate a richly diverse, inclusionary workforce in support of the district's education and equity initiatives.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Conduct recruitment and outreach processes to support the District in attracting a highly qualified, diverse workforce of academic professionals who reflect the diversity of the student population; counsel prospective candidates regarding employment opportunities with the district; answer inquiries concerning hiring procedures, compensation and benefits questions and other human resources issues. “E”
- Prepare recruitment strategies' action plans, including target advertising methods, active exploration of social media and other methods of communication; schedule and attending local, national and international job fairs, career days and similar events. “E”
- Develop and present creative methods of recruiting top tier talent through exploration of opportunities to decrease hiring-decision timelines, maintaining close and frequent contact with employment prospects and emphasizing the organizations attractiveness; compensation practices, benefits and perks. “E”
- Explore a variety of resources and partnerships which promote a highly qualified, diverse candidate pool that reflects the PPS community and student populations; develop networks with external agencies, universities, District partners and stakeholders to publicize job vacancies and promote Portland Public Schools as the employer of choice for academic professionals. “E”
- Consult with subject matter experts to determine the essential type, scope and breadth of skills, licensures, knowledge, abilities, traits (SKAT) essential for successful identification of highly qualified licensed employees. “E”
- Review employment applications; screen for minimum qualifications, credentials, completeness and related information; conduct preliminary screenings to assess candidates' employment viability. “E”
- Provide technical human resources expertise to licensed professional administrators, managers, supervisors and staff regarding recruitment and staffing matters. “E”
- Compile, verify and review data and prepare a variety of reports on recruitment activities, including those to meet Equal Employment Opportunity Commission, Bureau of Labor and Industries, and other District, local, state and federal employment requirements. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- Serve as a resource to academic professionals' employment candidates to answer questions related to collective bargaining agreements, compensation, relocation packages and benefits programs. "E"
- Lead and represent the district at meetings, workshops, colleges, universities, career centers and job fairs to promote district employment opportunities. "E"
- Keep current of changes and trends in human resource's recruiting practices, administration and technologies; attend in-services, conferences and workshops. "E"
- Lead and participate in the development, review and revision of human resources written policies and procedures for recruiting highly qualified and diverse licensed professional educators and administrators. "E"
- Perform other duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Recruiter – Academic Professionals champions the efforts and activities over the recruitment and staffing of licensed professional educators – teachers and licensed administrators. Employees in this classification develop ambitious and creative recruitment strategies to attract a highly qualified academic professionals' workforce, aligning activities directly to the district's Racial Educational Equity Policy and Human Resource's Strategic Plan.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Characteristics of a highly qualified professional educator and administrator.  
 Principles, practices and techniques of recruiting a highly qualified, diverse employee population.  
 Database, word processing, applicant tracking, and presentation software programs.  
 State and federal laws, rules, acts, regulations and guidelines governing employment.  
 Report preparation and public presentation methods and techniques.  
 Public schools' organization and administration.

#### Ability to:

Design, develop and implement creative recruitment strategies.  
 Develop and utilize a variety of communications, media and promotional recruitment materials.  
 Develop effective partnerships to source a highly qualified, diverse employee pool and to promote Portland Public Schools as an employer of choice.  
 Develop, implement and represent the District at local, national and international recruitment fairs.  
 Produce professional level work as a self-starter, bringing creative energy to work project accomplishments.  
 Read, interpret, implement and communicate a variety of complex laws, guidelines, initiatives and policies.  
 Establish and maintain highly effective professional relationships with those contacted in the course of work.  
 Provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.  
 Advocate, model, implement and promote Portland Public School's Racial Equity Initiative and other board policies.  
 Prepare written reports and oral presentations to diverse audiences on activities of a variety of recruitment strategies, activities and programs.  
 Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.  
 Demonstrate a strong customer service orientation.  
 Maintain confidentiality and demonstrate discretion, initiative and good judgment.  
 Assure efficient and timely delivery of program services, projects and activities.  
 Stay current on laws, practices and trends in K-12 public education human resources talent acquisition and management.

Learn and use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, applicant tracking systems and other software programs.

**Education and Training:**

A Bachelor’s degree in education, human resources, business administration, public administration, communications, marketing, or related field is required.

**Experience:**

A minimum of three (3) years of experience as a professional educator – teacher or recruiter of academic professionals in a high volume, quick turnaround environment is required.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

**Special Requirements:**

Some positions in this classification may require the use of a personal automobile and possession of a valid driver’s license.

Work hours will variable hours, including evening and weekend attendance at a variety of meetings, as well as local, national and international job fairs, career day events, college and university recruitment fairs and similar events.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment and throughout the local and regional communities, with occasional short-term and extended travel; with frequent public contact and interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, promotional items, supplies and materials weighing up to 25 pounds; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 27

Approval Date: December 6, 2016

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P